

T/O file

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/PersPP&M/SP	EJ	3/19
2. DD/PPPM		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

2) There is no question in my mind that CIO has a strong need for 2 part-timers. Recommended approval to be coordinated with the availability of a summer-only.

EJ

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

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OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
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19 March 1981

MEMORANDUM FOR: DD/PersPP&M/SP

FROM : Chief, Contract Personnel Division  
SUBJECT : Justification for Part-Time Employees  
REFERENCE : Memo dated 25 November 1980

In addition to the reasons we put forth justifying the assignment [REDACTED] (copy of memo attached), the increasing trend of initially hiring employees under contract has significantly increased our clerical workload. CPD requires two part-time clericals to maintain division filing and consolidation, in addition to filling in for full-time clericals when necessary. We can defer the requirement for one part-time employee until September 1981, providing CPD is assigned a Summer Only as soon as possible, preferably no later than May 1981.



STAT

25 November 1980

MEMORANDUM FOR: DD/PersPP&amp;M/SP

FROM : Chief, Contract Personnel Division  
SUBJECT : Expenditors of Funds for Part-Time Employees  
REFERENCE : Memo from D/Pers dated 25 November 1980

For a number of years CPD has had a firm requirement for two part-time employees to handle the inordinate amount of filing and file consolidations which this Division receives on a continuing basis. With the departure of [redacted] last May, we have been without the services of one of the two part-time employees and, until a short time ago, we have had absolutely no success in obtaining a replacement. Through the efforts of the office of the CMO, [redacted] an applicant, was recently placed in process and was scheduled to EOD 1 December 1980. We need [redacted] services. CPD has a current backlog of approximately 700 files that must be consolidated with the terminated CPD folders. Boxes of terminated files are stacked throughout the Division. More files are received each day and the backlog continues to grow. There is sufficient work on hand right now to keep a part-time employee fully occupied for at least three months on consolidations alone, and this does not take into account new files coming in daily for consolidation. CPD does not have sufficient manpower to properly complete the work coming in the door each day. The increased volume of work caused by bringing in a preponderance of new Agency EOD's under contract and the increased volume of work connected with re-employing annuitants have combined to tax CPD to its limits during the past six months. There is a growing backlog of general filing, and there are a number of creditable service cases which are on "hold" pending sufficient time to do the research. Briefly stated, we are barely managing to keep the daily activities current so that most contract personnel are paid properly and on time. Again, we need the services [redacted] and request that she be permitted to join CPD as scheduled. [redacted]

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